

Grant Applicant Checklist

Family Planning Services

To:	Program: <i>Title X</i>
Grant Name:	Competing <input type="checkbox"/>
Grant No:	Non-competing <input type="checkbox"/>
Instructions: Before submitting your grant application, please review the following checklist.	

RETURN The SIGNED ORIGINAL and two complete copies of your application. NO LATER THAN: Due Dates as listed in Table I of the FR Notice	For assistance in preparation of this application, contact: Program Office: See list of contacts in the FR Notice Phone: <div style="background-color: #cccccc; height: 15px; width: 100%;"></div> Grants Office: See list of contacts in the FR Notice Phone: <div style="background-color: #cccccc; height: 15px; width: 100%;"></div>
To: Dept. of Health and Human Services OPHS Office of Grants Management 1101 Wootton Parkway Suite 550 Rockville, MD 20852	

APPLICATION SUBMISSION REQUIREMENTS

--- SIGNED ORIGINAL APPLICATION - PLUS TWO COMPLETE COPIES or ELECTRONIC SUBMISSION ---

NEW APPLICATIONS and COMPETING CONTINUATION APPLICATIONS	
Application Item	Source
SF-424 - Application for Federal Assistance (properly signed).	OPHS-1
SF 424A - Budget Information and budget narrative, Sections A-F	OPHS-1, Page 4
HHS-690 (New Federal grant applicants only).	Assurance of Compliance with Title VI
Application Checklist.	OPHS-1, Pages 18 and 19
Required Title X Assurances	See Supplemental Information
Table of Contents	See Supplemental Information
Budget and Budget Narrative/Justification	See Supplemental Information
Progress Report	See Supplemental Information
PROJECT NARRATIVE	See Supplemental Information
One Page Abstract	See Supplemental Information
Needs Assessment	See Supplemental Information
Organization and Management	See Supplemental Information
Program Work Plan (include benefits expected).	See Supplemental Information
Clinical Management	See Supplemental Information
Community Education/Outreach	See Supplemental Information
Evaluation and Quality Assurance Assessment.	See Supplemental Information
Financial Management.	See Supplemental Information
Other (special projects, etc.).	See Supplemental Information
Appendices.	See Supplemental Information